
Subject: Security of Check Stock and ID Folders

Effective Date: October 1, 2004

Policy: Each Clinic Site is responsible for the security of check stock and ID folders at all times. Security of check stock and ID folders is mandatory. Each Clinic Site shall have a security system in place to safeguard against theft, which includes monthly physical inventories of all check stock on hand and for mobile Clinic Sites who print checks before traveling, maintenance of all printed checks under lock and key, except for supplies needed for immediate use, shall be performed by separate personnel. Receipt of check stock and distribution of printed checks shall be performed by separate personnel. A Clinic Site may request an exemption to this policy by writing to the State WIC Agency Management Evaluation Team.

Reference: CFR §246.12

Procedure:

1. Clinic Site staff shall order check stock and printer ink cartridges from the KWIC Help Desk.
2. When the Clinic Site receives its order, staff should check to make certain that the amount of check stock or the number of printer cartridges the Clinic Site ordered is the same as the amount that the Clinic Site received.
3. Clinic Site staff shall store check stock and printer cartridges separately from ID folders in a locked, secure place with limited access when not being used.
 - a. Access to locked storage must be limited to designated staff members.
 - b. Never leave check stock, printer cartridges, or ID folders unattended or storage area unlocked.
4. Clinic Site staff shall never leave check stock in a printer when staff is not in the office or when the printer is unattended.
5. Printer should be in an area with limited public access and under staff control at all times when check stock is in the printer.
 - a. Each Clinic Site shall have one MICR check printer, unless the State WIC office has given written approval authorizing an additional printer.
 - b. Access will be designated to WIC staff only.
 - c. Limit the number of staff with access by designating no more than two individuals who are responsible for maintaining keys to locked areas.
 - d. Clinic Site staff should never leave the check printer unattended with participant.
 - e. Clinic Site staff should lock all check stock and supplies in a secure area at the end of the business day. Possible secure areas would be a locked closet or locked filing cabinet.
6. Inventory blank check stock and printer ink monthly.
7. Report all lost or stolen blank paper stock or ink cartridges immediately to the State WIC office, the KWIC Help Desk, and the Clinic Site WIC Coordinator. Also report thief of paper stock or ink to the local police agency and collect and retain a police report of the incident.